

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1702

TITLE: PROPERTY MANAGEMENT SUPERVISOR

GRADE: S-25

DEFINITION:

Under direction, to supervise a specific property management operation involved in stores, equipment or textbook supply or material programs; and to do related work as required.

TYPICAL TASKS:

Administers a textbook support program to include detailed requirements determination, redistribution of available assets against total requirements, ordering additional requirements from publishers, and a program of receiving, storing, and issuing against requests;
Administers a program of providing equipment to new schools, and replacement and additional equipment to existing County and School facilities;
Schedules resources in relation to changing work loads;
Operates a warehouse system for the receipt, storage and issuance of properties;
Administers a stores supply program to include detailed balancing of procurements against working capital availability and anticipated demand;
Maintains stock levels in accordance with modern management techniques;
Prepares feasibility and cost studies;
Determines most economical source of supply in satisfying agency requests;
Prepares "repair or buy" and "lease or buy" studies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of purchasing and supply principles, laws, methods and procedures;
Knowledge of sources of supply, commodity pricing methods and marketing practices;
Working knowledge of a wide variety of the kinds of materials, supplies and equipment generally used by the County;
Working knowledge of accounting practices as applied to procurement activities;
Ability to plan and supervise the work of a staff;
Ability to prepare clear and concise reports;
Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Graduation from college or university with major course work in public administration, business administration or related field including or supplemented by courses in purchasing and five years of increasingly responsible technical experience in a centralized supply and purchasing program preferably in government or with a corporation involved in buying a great variety of products.

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NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002